

# Exit Interview:

Your opinion is important to us.

Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

1.	Why are you leaving Louisburg College?	Personal reason	Medical benefits	Quality of supervision	Work environment
2.	Please explain your reason(s) for leaving in more detail.				
3.	What suggestions for improvement do you have for us?				
4.	Would you recommend Louisburg College to your friends as a good place to work?			Yes	No
	In this section, please rate the following statements:	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
5.	I believe that I was treated like a valuable member of the College Community.	1	2	3	4
6.	My immediate supervisor let me know when I was doing a good job.	1	2	3	4
7.	I felt free to suggest to my supervisor changes that would improve my department/work area.	1	2	3	4
8.	My job duties and responsibilities were clearly defined.	1	2	3	4
9.	I received the proper training in order to perform my job effectively.	1	2	3	4
10.	Employee problems and complaints were resolved fairly and promptly in my department.	1	2	3	4
11.	If I had questions or concerns, I felt comfortable speaking with:				
	My immediate supervisor	1	2	3	4
	Upper management	1	2	3	4
	Human Resources	1	2	3	4
12.	I was kept well informed about the college, its policies and procedures, and other important information.	1	2	3	4

13.	I felt that the college provided me with job security.	1	2	3	4
14.	Please rate the benefits that you received at Louisburg College (in comparison to benefits offered by other companies that you have worked for):				
	In this section, please rate the following items:	Excellent	Good	Fair	Poor
	Medical	1	2	3	4
	Dental	1	2	3	4
	Paid time off (Holidays, Vacation, Sick Leave)	1	2	3	4
	Retirement Plan	1	2	3	4
	Please list any additional benefits that you would have wanted the college to offer:				

Please forward all future correspondence including, but not limited to payroll and benefits to the following address:

Primary	Secondary
Phone:	Phone:
Email:	Email:

Additional comments and/or suggestions that you feel could help LC become a better workplace are encouraged.

Signature

Date: